



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

Wyoming State Office
P.O. Box 1828
Cheyenne, Wyoming 82009-1828

IN REPLY REFER TO:
1510 (951) P

January 17, 2012

EMS TRANSMISSION: 01/18/2012
Instruction Memorandum No. WY-2012-014
Expires: 09/30/2013

To: All Employees

From: State Director

Subject: Fiscal Year 2012 Deadlines for Submission of Wyoming Purchase Requisitions

Program Area: Acquisition and Engineering

Purpose: This Instruction Memorandum (IM) establishes Fiscal Year (FY) deadlines for submission of Wyoming purchase requests/complete packages. These deadlines will ensure that State Office and District Procurement Staff have the necessary time required to provide quality and timely service to customers.

This IM also establishes the deadlines for submitting construction projects that require engineering review. All construction and service projects over the \$25,000 threshold must be reviewed by the State Engineer. It is policy that draft packages be submitted to the State Engineer at least three weeks prior to the deadline dates shown below. The State Office or Field Office Engineers will provide the review and comments to the requisitioner within 10 working days from the time the project is received for review.

Policy/Action: Type of Acquisition	Deadline	Acquisition Lead Time *
Contracts between \$100,001 and \$500,000	5/25/2012	10 weeks
Inter-and-Intra Government Orders	6/8/2012	4-8 weeks
New Assistance Agreements	6/8/2012	8 weeks
Task Orders to Existing Agreements	6/8/2012	4 weeks
Contracts between \$25,000 and \$100,000	6/10/2012	8 weeks

Policy/Action: Type of Acquisition	Deadline	Acquisition Lead Time*
Orders against and existing contract-technical & price	6/8/2012	6 weeks
8(a) Contract	6/8/2012	6 weeks
Purchase Orders between \$2,500 and \$25,000 (Construction and Service)	6/8/2012	6 weeks
Purchase Orders between \$2,500 and \$25,000 (Supplies)	7/13/2012	4 weeks

Acquisition Lead Time – The estimated time required to process the acquisition from receipt of a complete acquisition package, including a purchase requisition, statement of work and all required approvals. The acquisition lead times are under optimum conditions, assuming no clarification and/or revision of the procurement request is necessary. Additional lead time may be required if this is not the case.

Time Frame: Effective immediately.

Coordination: This IM was coordinated between the State Procurement Analyst, the State Engineer and the Business Manager, WY-951.

Contact: Questions should be directed to Matt Burns, Procurement Analyst, at 307-775-6056.

Signed by:
Donald A. Simpson
State Director

Authenticated by:
Sherry Dixon
Secretary

Distribution

Director (850), Room 1075, LS 1

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